



**Internal/External Job Posting
Posting #2012-10-01**

**Executive Assistant
20 hours per week**

Join the team whose mission is to foster community well-being and social justice through positive action and leadership. Abbotsford Community Services, a multi-service non-profit agency, delivering over 70 programs throughout the community/region, is seeking a part time Executive Assistant to work alongside the Executive Director and the Board of Directors in fulfilling the mission.

JOB DESCRIPTION

Primary Responsibilities

- Coordinate the Executive Director's schedule, appointments and travel arrangements;
- Organize board, management and other meetings;
- Record minutes and disseminate information;
- Prepare and/or edit internal and external correspondence.

Qualifications

Post- Secondary Diploma in Business Administration, or relevant discipline, required

- 5-7 years' experience in an Administrative role preferred.
- Strong knowledge of office procedures and practices.
- Strong written, oral and interpersonal communication skills.
- Keen attention to detail and accuracy.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Critical thinking skills, resourceful, and highly motivated
- Organizational and time management skills, with the ability to prioritize work flow
- Flexible in working hours, may involve occasional evening and weekend work.

Salary: To be negotiated

Closing date: January 27, 2011

Interested applicants are to reference Posting # 2010-10-01

PLEASE SUBMIT COVER LETTER AND RESUME TO:

Attn: Leah Desjardins, Office & Facilities Manager/HR Advisor

ABBOTSFORD COMMUNITYSERVICES

2420 Montrose Avenue, Abbotsford, BC V2S 3S9

Fax: 604- 859-6334

email: leah.desjardins@abbotsfordcommunityservices.com

Abbotsford Community Services is an equal opportunity employer and encourages applications from all equity seeking groups